

**Monthly Report to the Special Trustee
Office of Trust Litigation Support and Records
July 2000**

Following are highlights of records management activities performed by the Office of Trust Litigation Support and Records during July 2000.

STAFFING

- ❖ **Management Analyst positions** (develops records management policies, procedures, standards, retention schedules, and guidelines; develops and implements training curricula and training aids; etc.)
 - Recruitment action underway for fourth position
 - Recruitment action underway for Supervisory Management Analyst
- ❖ **Records Management Specialist positions** (implements records management program, BIA disposition backlog, records cleanup, etc.)
 - Recruitment action underway for three vacant Records Management Specialists (resulting from administrative transfers of employees into management analyst positions)
 - One supervisory position to be classified and advertised
- ❖ **Archives Technicians positions** (searches for refiled or interfiled records; receives, moves, and shelves records; inventories records in accordance with NARA guidance)
 - Two selections made from certificate of eligible applicants

TRAINING

- ❖ **BIA:** Mid-level management records awareness briefing
 - Yankton Agency— 8 employees
 - Lower Brule Agency—10 employees
 - Rocky Mountain Regional Office—13 employees
 - Olympic Peninsula Agency—9 employees
 - Crow Creek Agency—15 employees
- ❖ **OTLSR**
 - Staff attended Records Inventory and Schedule Development, Trust, Federal Records Act, and Project Management training
- ❖ **TRIBAL**
 - Mid-level management records awareness briefing provided to employees of the Cherokee Nation—55 employees

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CONTRACTORS

- ❖ **Iron Mountain Records Management Services Contract**– transfer, rebox, inventory, and prepare records for transfer to appropriate records storage centers
 - Northern Cheyenne Agency—350 boxes
 - Crow Agency—250 boxes
 - OTLSR (Hawkins): continuous work (approximately 400 boxes) amount varies daily for local storage and preparation for FRC

OTHER WORK

- ❖ **Disposition Backlog at BIA Locations**
 - Continued working with BIA locations to approve and coordinate transfer of records to Federal Records Centers
 - Michigan Field Office—57 boxes
 - Crow Creek Agency—35 boxes
 - Onsite work at Rocky Mountain Region (see summary under Contractors above)
 - Onsite visits to the following BIA locations to assess inactive records disposition backlog and transfer to appropriate storage facilities
 - Yankton Agency
 - Lower Brule Agency
 - Olympic Peninsula Agency
 - Crow Creek Agency
- ❖ **Systematic Centralization of OST Financial Trust Records**
 - Continued to work with non-Cobell related OST locations on the inventorying, packing, and transferring of IIM on-going work to OST records facilities in Albuquerque
- ❖ **Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance**
 - Continued work with G&G Advertising on video training aid
 - Contract awarded to G&G Advertising for development of records management technical leaflets
 - On-going technical assistance provided to various BIA regional offices and subordinate agency offices
- ❖ **Records Control Schedules**
 - Worked with NARA to finalize General Records Schedule (GRS) items applicable to 16 BIAM

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- ❖ **Establish Life Cycle Database (Inventory) for Trust and Other Records**
 - Continued data verification and input into the SF-135 tracking database (SF-135s received from various federal records centers)
- ❖ **Begin Cyclic Evaluation of Records Programs**
 - Records program evaluations conducted at the following BIA locations
 - Yankton Agency
 - Lower Brule Agency
 - Olympic Peninsula Agency
 - Crow Creek Agency
- ❖ **Award New Contract for OST Imaging**
 - Award date slipped to September because approval to proceed with the project was not received until June 7, 2000
 - The Request for Proposal was published in the Commerce Business Daily on July 12, 2000--proposals are due by August 25, 2000